Rotary District 9650

District Conference Registration System

User manual

Version 2-03 Oct 2014

Contents

Registration System **2**
Charges **2**
Conference Planning **2**
Registration Overview **2**
On-line Registration 2
Paper Registration 3
Registration Processing **3**
Data Entry 3
Receipt of Registrations **4**
Postal 4
On-line 4
Process Credit Card Payments **4**
Process Cheque or Cash Payments **5**
Banking **5**
Changes and Cancellations **5**
Change Registration 5
Cancellation 5
Duplicate Entry 6
Special Utilities **6**
Name Badge Titles 6
Governors Dinner Table Allocation 6
Name Badge Print 7
Reports **7**
Reports Banking 7
Reports Registrations 7
Reports Dinners 7
Reports Special Diet Lists 7
Reports Email 7
Registration Desk Check list **7**
Time Table 8
Suggestions **8**
APPENDIX **10**
FACTORS 10
REGISTRATION SUMMARY REPORT 2014 11
PREVIOUS CONFERENCES THAT HAVE USED PACKAGE 15

Registration System

The District 9650 Conference Registration system developed by Bruce Hemmett of RC Tamworth First Light and principal of Decorama Blinds P/L, Tamworth, is an essential tool for the management of conference registrations. It provides for On-line and Postal registrations and offers credit card facilities – an absolute necessity for registrations. It is flexible, thanks to continuing support from Bruce, and easy to use. This User Manual documents the Registration System.

Charges

Decorama Blinds P/L hosts the conference registration web site and Decorama staff process the credit card payments. Decorama charges for these services. Contact the Webmaster Bruce Hemmett for current charges at bruce.013@decorama.com.au

In 2014, 71% of registrations were made on-line. The balance were posted in and a few were accepted at the registration desk on the day of the conference.

Conference Planning

The Conference Committee should formally request the use of the Decorama Registration System and agree to the current charges.

The following information is required by Decorama:

1. Names and contact details for the Committee Chair, Secretary and Treasurer.
2. Bank details, account number and name for the conference account.
3. The name, email address, postal address, phone and fax numbers of the Conference Registrar.
4. A copy of the Registration Form showing the events, times, venues and charges. The basic design of the form should be similar to that used for previous conferences. Keep in mind that the order of data entry on the paper form and the on-line form should be the same. The registration forms need to be ready by the end of November. A version in PDF format is required for downloading from the Conference web page.
5. A list of accommodation available for the conference. This should be either a list of all the accommodation available with an indication of which accommodation will receive a bus service on the Friday and Saturday nights **or** just a list of the accommodation for which a bus service will be provided.
6. The date on which a late fee will apply.

The Committee should establish maximum numbers for all events and functions.

The Committee should establish a Cancellation Policy.

The Committee should establish a Dress Code for the conference.

A draft conference program should be published as soon as possible.

The Conference Registrar should ask Bruce Hemmett for access to the Conference Administration Page (**Admin Page**) of the Conference web site.

Registration Overview

On-line Registration

A name and valid email address are the first items required by the on-line system. Those who do not have an email address or who did not wish to use the on-line system have to send in a completed paper-form by mail or by fax.

On-line registrations can be paid by credit card or by cheque. The registrant will receive an automatic confirmation email from the system showing their registration details and advice to show the amount

that will be charged to the credit card or the amount and details of a cheque that should be sent to the Registrar. The Registrar will receive an email from the system to show that a new registration has occurred.

The credit card payment will be processed in the next batch by Decorama staff and the registrant will be sent a receipt from the system using email. Cheques will be entered in **Make Payments** on the Admin Page by the Registrar and receipts will be sent from the system by email or may be printed for posting by the Registrar.

Paper Registration

Registrations received by the Registrar by post or by fax are entered into the registration system as a **New Registration** on the Admin Page. (The Registration pages are the same as those seen by on-line registrants.). The email address used is that provided by the registrant or, if no email address is provided, the Registrar should enter his/her own email address so that all advice from the system will come to the Registrar and he/she can post it to the registrant.

Registration Processing

The following describes data entry into **New Registrations** and provides notes which should be used to check the on-line registrations.

Data Entry

DO NOT USE THE <Enter> KEY. Use the <Tab> Key or Mouse to move from field to field. Pressing <Enter> will submit the page with default (possibly wrong) entries. When in a field, press an alpha or numeric key to bring up the last used entry starting with that character. Use the same technique to select from a drop-down list.

Page 1

First Name:	
Surname:	Check the spelling especially for YEP students
Email:	Either the registrant's or Registrar's email. For a YEP student enter the email address of the host club Secretary so that the club will receive receipts.

Page 2

Known in Rotary as:	Change the name to the requested nickname
Rotary Status:	Rotarian – Use a separate form for each Rotarian
	Partner – Partner to a registering Rotarian
	Alumni – Ambassadorial Scholar; former GSE team member
	GSE – Group Study Exchange team member
	Guest – Club (select host club below) or Conference Guest
	YEP – Youth Exchange Program student
Address:	Use the Registrar's address if not known
Phone:	Use the Registrar's phone number if not known
Club:	District 9650 clubs from drop-down list. [Press alpha character for speed entry]
	Other Club – Rotarian from out of the District
	Guest – Conference guest
Name Badge Title:	Only use those from the current list:

	Assistant Governor, District Chair, District Governor, District Governor Nominee, District Governor Elect, Club President, President Elect, Past District Governor, RI President Representative, President. Delete anything entered by registrants which are not on this list.
Date of Birth:	Only relevant for Youngest Rotarian.
Year Joined Rotary:	Only relevant for Longest Serving Rotarian.
First Conference:	Select Yes if specified. Only relevant for the Conference Award.
Hotel/Motel:	Select from list. Only relevant if bus service is requested on Page 3.
Partner/Guest Names:	Names entered here will appear on Event/Function Registration – Page 3.
Comments:	Use this to note any special requests, seating arrangements etc.

Page 3

Complete this page by selecting each required event or function for the Rotarian, Partner or Guest(s).

Click on the **Recalculate** button and compare the total with that indicated on the Registration Form and/or attached Cheque. Correct where necessary.

Select the method of payment: C-Credit Card; Q-Cheque or A-Cash. [Press c, q or a for speed entry]

To register a Conference Guest (costs paid by the conference), select payment by Cheque and then, subsequently, **Edit** the Registration to change this to on-account 'A/C'.

Page 4

Where payment is to be made by Credit Card, carefully enter the Credit Card details and click **Confirm.**

The system will display the confirmation email.

Receipt of Registrations

Postal

1. Record the Registration Numbers on the Registration Form.
2. Go to **Reports Registrations** - **Registrations**, enter the Registration ID, click on the icon in the left column and use the Browser Print function to print a copy of the details.
3. Attach the confirmation to the Registration forms.
4. File the forms alphabetically.
5. File any related correspondence with the forms.
6. A confirmation email will be automatically sent to the email address entered. If it is received by the Registrar, post it to the registrant.

On-line

1. For on-line registrations check that they are completed correctly. Especially check that the accommodation selected will have a bus service if the registrant has booked a bus service.
2. Print out a copy of the details.
3. File the form alphabetically.

Process Credit Card Payments

Decorama Blinds staff will process all the credit card payments from time to time from the information entered online.

Process Cheque or Cash Payments

Go to the **Make Payments** procedure of the Admin Page. Enter the amount of the Cheque and its details in the fields provided. Make sure that Cheque payment is selected before completing the page (the field defaults to Credit Card). A receipt may be emailed or printed for posting to the registrant.

Cash payments may be received at the Conference. Use the same procedure as above but select Cash as the method of payment. A receipt may be printed for issue to the registrant.

Banking

Prior to banking the cheques and cash, go to **Reports Banking** - **Cheque & Cash Deposits** of the Admin Page. Print at least 2 copies of the **Banking Deposit Sheet**, 1 to be attached to your bank deposit slip, the other for your file (May be another to be given to your conference treasurer) Check that the total is the same as the total to be banked.

Changes and Cancellations

You can expect a large number of changes especially in the last couple of weeks and on the first days of the conference. Changes will range from the addition or deletion of functions to full cancellations affecting the Rotarian and/or partner.

Change Registration

You can change the registration details by selecting the **Edit** link on the **Reports Registrations** - **Registrations** report. Enter the appropriate ID (registration number) and select the Edit link in the right hand column. Edit the information for the partner first and then the Rotarian.

The editing is done directly on the data file with no inbuilt checking. **BE VERY CAREFUL**.

1. Add or delete functions by unticking or ticking the relevant check boxes. Click on Update and save the changes.
2. Edit the Rotarian as well.
3. Print out an amended registration record for the file.
4. If payment was originally made by Credit Card, send an email to Decorama to authorise an additional debit or make a credit.
5. If payment was made by cheque then a refund cheque is due or additional payment is to be made.

The **Reports Banking** - **Outstanding Balances** will identify debits or credits to be made.

Cancellation

Use the same process as Change Registration above. Cancel the Partner first and then the Rotarian.

1. Untick all paid functions.
2. Amend Amount Due to 0.00.
3. Change Status to ‘C’.
4. Click on Update.
5. Repeat for the Rotarian but amend Late Fee to the amount shown as a Cancellation Fee by the Cancellation Policy.
6. Arrange for appropriate credits by Credit Card (send an email request to Decorama) or Cheque.

Duplicate Entry

To delete a duplicate entry,

1. Edit and un tick all booked items
2. Registration to change the Status to 'C' - Cancelled

Special Utilities

Name Badge Titles

Name Badges are printed onto A4 pages and designed to be folded in half and half again to be slipped into a plastic badge holder. The badge shows the name of the conference, the delegates preferred first name, last name, Rotary Club, up to 12 icons indicating the functions paid for and a colour-coded Name Badge Title.

The title printed onto the badge is controlled by the following codes, with the exception of 'DC' District Chairpersons:

n/a = Not applicable – no title to be printed

AG = Assistant Governor

DC = District Chairman - Badge Title is captured from the RotaryPosition Field of the Registration

DG = District Governor

DGN = District Governor Nominee

DGE = District Governor Elect

P = Club President

PE = President Elect

PDG = Past District Governor

RIP = RI President Representative.

Set all delegates *RotaryPosition* Fields to 'n/a' or blank unless one of the above valid name badge title codes apply.

Allocate the Codes using **Special Utilities** – **Allocate Name Badge Title**.

If the delegate is a District Chairperson then amend their *RotaryPosition* Field as required:
e.g. (2 lines only) District Chairperson
Vocational Service. NB the '<br>' html code forces a line break.

The DC Code and *RotaryPosition* Field may be used to create 'special' badges such as 'Conference Chairman', 'District Treasurer', 'Group Study Exchange
D 9650 to Florida' etc.

You may need to use the browser Print Preview to test the badge title in case it has too many letters.

Governors Dinner Table Allocation

Table Numbers in the range of 01 to 99, or A01 to Z99 (alphanumeric sorting) are used to define the tables. Delegates may be assigned to these tables. Any number of delegates can be assigned to a table. The **Allocate Tables Governors Dinner** and **List Unallocated Delegates** procedures only list those delegates that have booked for the event. They list them in ID order and show the registrant's status so that 'partners' and guests can be identified and seated on the same table as the Rotarian.

Governors Dinner Table List

Use **Summary** to view the allocations.

Use **A-Z Listing** to print seat allocation listings for delegates to check.

Use **Place Sheets** to produce Place Sheet Listing for each table.

Name Badge Print

Make sure that you have allocated Name Badge Titles before printing Name Badges.

Badges can be printed or reprinted singly or in batches. When a badge has been printed a Flag is set in the Registration file. This Flag may be reset by using the **Print Flag Reset** procedure under the **Maintenance Menu.**

The preferred Internet Browser for printing is Firefox. Set the Browser Print Preview Properties to: all margins to 5mm, no Headers or Footers, select Print Background Colours. Set Print Properties back when completed.

Reports

The registration system can produce a range of reports useful to the management of a Rotary Conference.

Reports Banking

Cheque & Cash Deposits

Credit Card Deposits

All Deposits this session

List closed sessions

Donations Listing

Outstanding Balances

Reports Registrations

Registrations

Club/Function summary

Clubs by Members

Clubs Summary

Events/Tours

Reports Dinners

Dinners/Meals

Reports Special Diet Lists

Reports Email

Email addresses of delegates for the current and previous conferences.

Registration Desk Check list

1. An ADSL Internet connection is preferred. A connection using the mobile phone network will normally not be fast enough. Test the connection well before the conference to make sure it is working
2. Computer connected to the Internet.
3. Colour printer. A colour laser printer is preferred or but a colour inkjet plus a b/w laser can be used.

4. You will be expected to fix spelling errors etc. on badges as the delegates arrive.
5. You will have a number of people wanting to amend or delete booked events as they arrive or during the conference.
6. You will have some people who have not registered or who thought they had registered.
7. You will be requested to print speaker notes, notices, etc. from memory sticks.

Time Table

1. 12 months before conference date – Confirm with the webmaster that you are going to use registration program.
2. 6 months before conference date:
    - Advise the webmaster the date you want online registrations switched on. (Registrations Online Date – ROD)
    - Preliminary draft of conference registration requirements to be discussed with webmaster.
3. 3 months before ROD – Supply the webmaster a copy of the proposed registration form including chargeable items of dinners, morning teas, pre conference events, post conference events and if a registration fee is to apply. Indicative dollar amounts for each item to be included. The amounts charged can easily be amended at a later date.
4. 4 weeks before ROD. – Final approval of printed registration form to be submitted to the webmaster for checking against the online form.
5. 1-2 weeks before ROD – Live testing and debugging of online registrations by the Registrar
6. ROD – Only when the online registrations has been fully tested and is set as live should the printed registration forms be sent out.
7. A few days before the conference assign the Name Badge Titles.
8. Assign Table Allocations
9. Print the name Badges.
10. Fold and place the Name Badges into their sleeves. Sort them alphabetically into shoe boxes or equivalent. There are four portrait holders which may be fitted with alphabetic labels to stand in front of the boxes at the registration desk.
11. On the day before the conference, test and confirm that the internet connection is working.
12. At the start of the conference attach markers to those Name Badges where refund cheques or additional payments are due.
13. At lunch on the Saturday, print the A-Z Table listing(s) for display and the Place Sheets to be placed on the tables in the evening.

Suggestions

1. The postal address listed on the printed registration form should be the Registrars postal address. This will make for efficient collection of mail and entry of registration forms. Having a third party delivering the mail to the Registrar can cause delays.
2. The Registrar should have an up-to-date District Directory.
3. The Registrar should be provided with an accurate list of the YEP students to be registered, their host clubs and nominated conference functions.
4. The Registrar should be provided with a list of GSE teams and their members who will be guests of the conference and the functions they will be attending. District 9650 Team Leaders would normally register and pay for themselves.

5. The Registrar should be provided with a list of any Friendship Exchange team members who will be registering.
6. If the Registration internet connection modem/router has WiFi capability then conference delegates and especially YEP students will want to use it. The committee should decide if this will be permitted and if so, provide cards to be handed out with the relevant log-on details.

APPENDIX

FACTORS

Factors is a database used for controlling elements of various program controls.

Most elements are not to be changed as the affect features and control behaviour of the conference package.

Factors that the conference registrar may amend are the following elements.:

Badge_Message - This is the body of the message sent out to all delegates

Badge_Lines - The blank lines before Badge_Message - A blank line =
 (If the code is not seen here you will see the code when you try and edit this field)

Badge_Bus_Msg - Bus message for bottom of badge

REGISTRATION SUMMARY REPORT 2014

ROTARY DISTRICT 9650 CONFERENCE 2014

Clubs by Functions										As at: 05-10-2014					
			Friday							Saturday				Sun	
Club	Rotarians	Guests etc	Golf	Bowls	Bus Tour	Fish	Bus Fri	Baby Fri	Wel Dinr	Sat Lnch	Bus Sat	Baby Sat	Dinner	Brkfst	Sun Lnch
Armidale	3	1	0	0	0	0	0	0	3	3	1	0	1	0	0
Armidale A.M.	3	2	0	0	0	0	0	0	4	3	2	0	5	1	1
Armidale North	4	2	0	0	0	0	0	0	6	4	4	0	6	2	2
Barraba	1	1	0	0	0	0	2	0	2	2	2	0	2	0	0
Bellingen	3	1	0	0	0	0	0	0	2	3	0	0	3	0	0
Coffs Harbour	27	23	0	0	0	0	4	0	44	23	2	0	37	7	13
Coffs Harbour City	10	6	2	0	0	0	0	0	11	3	0	0	11	0	1
Coffs Harbour Dayb`k	7	3	0	0	0	0	0	0	8	3	0	0	4	2	4
Coffs Harbour South	5	1	0	0	0	0	0	0	4	4	1	0	5	1	2
Coonabarabran	7	5	0	0	1	0	6	0	12	10	6	0	12	6	7
Coonamble	1	1	0	0	0	0	0	0	0	2	0	0	2	0	2
Dorrigo	13	2	0	0	0	0	2	0	7	12	0	0	10	0	6
Gloucester	3	3	0	0	0	0	0	0	4	6	3	0	6	0	1
Great Lakes	2	2	0	0	0	0	2	0	4	3	2	0	4	0	3
Guest	5	25	0	0	0	0	0	0	9	26	1	0	7	7	8
Gunnedah	2	0	0	0	0	0	0	0	2	2	0	0	2	2	0
Gunnedah West	2	6	0	0	0	0	0	0	4	8	2	0	5	1	1
Guyra	6	2	0	0	0	0	4	0	6	6	5	0	6	0	4
Inverell	7	4	0	0	0	0	4	0	7	11	9	0	10	2	8
Inverell East	6	4	2	0	0	0	0	0	1	8	0	0	9	1	1
Kempsey West	2	0	0	0	0	0	0	0	0	2	0	0	2	0	0
Laurieton	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0
Lightning Ridge	5	1	0	0	1	3	0	0	0	1	0	0	0	1	0
Macksville	2	1	0	0	0	0	0	0	2	2	0	0	2	0	0
Manilla	1	1	0	0	0	0	0	0	2	2	0	0	2	0	0
Nambucca Heads	3	2	0	0	0	0	0	0	4	4	0	0	3	2	0
Narrabri	11	9	0	0	2	1	9	0	14	18	13	0	20	3	9
Old Bar	5	1	0	0	0	0	0	0	6	6	0	0	6	2	4
Other Club	1	1	0	0	0	0	0	0	2	2	0	0	2	2	2
Port Macquarie	4	2	0	0	0	0	0	0	4	6	2	0	6	0	2
Port Macquarie Sunrs	4	1	0	0	0	0	0	0	3	4	2	0	4	0	3
Port Macquarie West	5	5	0	0	0	0	4	0	7	4	2	0	4	1	3
Quirindi	1	0	0	0	0	0	0	0	1	1	0	0	1	0	1
Sawtell	11	4	0	0	0	0	0	0	3	13	0	0	6	0	3

South West Rocks	5	2	0	0	0	0	0	0	2	7	0	0	1	0	1
Tamworth	4	1	0	0	0	0	0	0	2	5	0	0	3	2	3
Tamworth First Light	2	1	0	0	0	0	0	0	3	2	0	0	3	1	1
Tamworth North	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0
Tamworth Sunrise	2	2	2	0	0	0	0	0	3	4	0	0	4	0	0
Tamworth West	0	1	0	0	0	0	0	0	0	1	0	0	1	0	1
Taree	4	1	2	0	0	0	1	0	4	5	2	0	5	0	2
Taree on Manning	5	2	0	0	0	0	2	0	7	6	4	0	6	1	1
Walcha	11	11	0	0	2	0	0	1	20	22	14	1	22	0	4
Wauchope	5	2	0	0	0	0	2	0	7	3	2	0	5	5	3
Wingham	1	1	0	0	0	0	0	0	0	1	0	2	2	0	1
Woolgoolga	5	0	0	0	0	0	0	0	1	2	0	0	0	0	0

NO REGISTRATIONS RECEIVED YET:

Armidale Central	
Calala	
Forster on Wallis	
Gunnedah 2380	
Kempsey	
Moree	
Moree-on-Gwyder	
Taree North	
Tuncurry-Forster	
Uralla	
Warialda	
Wee Waa	

			Friday							Saturday				Sun	
Club	Rotarians	Guests etc	Golf	Bowls	Bus Tour	Fish	Bus Fri	Baby Fri	Wel Dinr	Sat Lnch	Bus Sat	Baby Sat	Dinner	Brkfst	Sun Lnch
TOTALS	218	147	8	0	6	4	42	1	240	265	81	3	258	52	108

Total Registrations = 365 from 46 out of 58 clubs. There are 12 clubs with nil registrations. There are 260 who registered online.
with 24 Cancellations

REGISTRATION SUMMARY REPORT 2013

ROTARY DISTRICT 9650 CONFERENCE 2013

Clubs by Functions											As at: 05-10-2014					
			Thu	Friday							Saturday				Sun	
Club	Rotarians	Guests etc	Th Dinr	Golf	Bowls	Cruise	Craft	Bus Fri_F	Bus Fri_T	Wel Dinr	Sat Lnch	Bus Sat_F	Bus Sat_T	Dinner	Brkfst	Sun Lnch
Armidale	1	1	0	0	0	0	0	0	1	2	1	0	1	2	0	1
Armidale A.M.	3	2	0	0	0	0	0	0	3	5	4	0	5	5	3	1
Armidale North	5	3	4	0	0	0	1	0	5	8	4	0	5	8	2	0
Barraba	1	0	0	0	0	0	0	0	0	0	1	1	0	1	0	1
Bellingen	3	2	0	0	0	0	0	0	0	4	5	0	0	5	0	3
Coffs Harbour	8	7	2	0	0	2	0	0	6	15	0	0	6	15	1	0
Coffs Harbour City	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Coffs Harbour Dayb`k	5	2	1	0	0	0	1	0	1	6	4	0	3	7	6	6
Coffs Harbour South	5	2	1	0	0	0	0	0	5	5	7	0	5	7	3	5
Coonabarabran	9	7	10	0	0	5	0	0	9	16	12	0	11	16	6	12
Dorrigo	5	0	0	0	1	1	2	0	1	1	3	0	1	5	1	0
Forster on Wallis	1	1	0	0	0	0	0	0	0	0	1	0	0	2	1	1
Gloucester	14	20	9	0	0	2	1	0	10	17	22	0	9	33	20	5
Great Lakes	2	1	3	0	0	0	0	0	0	3	0	0	0	3	0	0
Guest	0	19	0	0	0	5	0	0	0	8	9	0	0	15	0	8
Gunnedah	1	1	2	0	0	2	2	0	0	2	2	0	0	2	2	2
Gunnedah West	2	2	0	0	0	2	0	0	0	2	2	0	0	4	4	2
Guyra	5	3	0	1	0	0	1	0	7	8	6	0	7	8	2	0
Inverell	9	4	4	0	0	0	1	0	2	8	11	0	2	13	4	9
Inverell East	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kempsey	4	4	1	0	0	3	0	0	0	7	5	0	3	7	3	0
Kempsey West	3	1	0	0	0	0	0	0	0	0	2	0	0	4	0	0
Laurieton	7	3	2	0	0	0	0	0	0	4	6	0	0	5	0	3
Lightning Ridge	5	1	3	0	0	4	2	0	0	6	0	0	0	0	0	0
Macksville	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1
Manilla	1	1	0	0	0	0	0	0	0	2	2	0	0	2	2	2
Nambucca Heads	5	6	1	0	0	0	0	0	0	7	7	0	1	9	1	2
Narrabri	4	2	0	0	0	0	0	0	3	6	6	0	1	6	3	1
Other Club	8	2	5	0	0	0	0	0	1	8	4	0	1	10	4	3
Port Macquarie	6	3	0	0	0	0	0	0	0	5	9	0	0	6	2	1
Port Macquarie Sunrs	8	5	0	0	0	0	0	0	4	7	11	0	4	9	4	1
Port Macquarie West	3	2	0	0	0	0	0	0	3	3	1	0	2	2	0	0
Quirindi	2	3	0	0	0	1	0	0	0	3	5	0	0	5	2	5
Sawtell	7	7	0	0	2	1	0	0	2	10	4	0	4	14	0	4

South West Rocks	6	2	0	0	0	2	0	0	4	6	7	0	4	8	2	3
Tamworth	4	2	2	0	0	0	0	0	0	5	6	0	1	6	2	5
Tamworth First Light	3	2	1	0	0	1	0	0	0	3	1	0	0	5	1	2
Tamworth North	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0
Tamworth on Peel	2	1	0	0	0	0	0	0	1	1	3	0	2	2	2	1
Tamworth Sunrise	1	1	0	0	0	1	0	0	0	2	0	0	0	2	0	0
Tamworth West	2	5	2	0	0	0	0	0	0	5	4	0	0	7	1	2
Taree	32	23	14	4	0	0	1	0	0	28	20	0	2	44	8	10
Taree North	12	8	9	1	0	0	0	0	0	13	6	0	0	16	2	2
Taree on Manning	16	8	10	3	0	0	2	0	0	20	10	0	0	24	10	5
Tuncurry-Forster	9	6	3	0	0	0	0	0	0	9	4	0	0	9	0	0
Walcha	10	8	0	0	0	10	1	0	9	11	17	0	11	18	0	8
Wauchope	5	4	4	0	0	2	0	0	0	7	5	0	0	7	5	3
Wee Waa	1	1	0	0	0	0	0	0	0	0	1	0	2	2	2	0
Wingham	9	9	5	0	0	0	0	0	0	10	1	0	0	15	4	1
Woolgoolga	0	1	0	0	0	0	0	0	0	1	1	0	0	1	0	1

NO REGISTRATIONS RECEIVED YET:

Armidale Central	
Coonamble	
Gunnedah 2380	
Moree	
Moree-on-Gwyder	
Uralla	
Warialda	

			Thu	Friday							Saturday				Sun	
Club	Rotarians	Guests etc	Th Dinr	Golf	Bowls	Cruise	Craft	Bus Fri_F	Bus Fri_T	Wel Dinr	Sat Lnch	Bus Sat_F	Bus Sat_T	Dinner	Brkfst	Sun Lnch
TOTALS	258	198	98	9	3	44	15	0	77	300	243	1	93	399	115	122

Total Registrations = 456 from 50 out of 57 clubs. There are 7 clubs with nil registrations. There are 331 who registered online.
with 15 Cancellations

PREVIOUS CONFERENCES THAT HAVE USED PACKAGE

Year	District Govenor	Conference Location
1992	John Boag	Tamworth
1993	Ronald Trevallion	Tuncurry-Forster
1995	John Barwick	Tamworth
2004	John Burkey	Coffs Harbour
2006	Jane Bradford	Tamworth
2007	Laurie Barber	Port Macquarie
2008	Ian Dyball	Tuncurry-Forster
2009	Ken Hall	Narrabri
2010	Neville Parsons	Taree
2011	Jo Wilkin	Coonabarabran
2012	Barry Hacker	Port Macquarie
2013	Brian Beezley	Inverell
2014	Rob Anderson	Coffs Harbour